

## Position description

<b>Position</b>	Team Leader Residential Aged Care   Healthy Ageing		
<b>Purpose</b>	To provide strategic and operational leadership of projects with a focus on improving access to primary care and other health services for people living in residential aged care.		
<b>Salary Band</b>	Salary Band 3		
<b>Approval date</b>	8 May 2024	<b>Approved by</b>	Sharon Sweeney

### Brisbane North PHN

Our vision is a community where good health is available for everyone.

Brisbane North PHN supports clinicians and communities in Brisbane's northern suburbs, Moreton Bay Regional Council, parts of Somerset Regional Council and Norfolk Island. It covers approximately 4,100 km<sup>2</sup> of urban, regional and rural areas, with a population of over one million.

We are one of 31 Primary Health Networks across Australia.

We work with local communities, consumers, carers, health professionals, hospitals and community providers to understand our community and their needs. We then engage stakeholders to design and commission programs and services to meet those needs.

Our PHN's goals:

- Be informed and led by community
- Facilitate care closer to home
- Address health gaps and inequities
- Transform and connect primary healthcare
- Drive organisational excellence.

The PHN's values:

- Collaboration: We build strong and enduring relationships to achieve our shared goals
- Diversity: We are inclusive, fair and responsive to different needs
- Integrity: We are transparent, respectful and work to the highest standards
- Courage: We lead new approaches, learn and improve
- Impact: We deliver outcomes for our community.

### Key outcome areas

To ensure the organisation works effectively to achieve its annual business plan, each team member has responsibility for a range of activities and outcomes. These activities and outcomes are reviewed once a year formally and on an ongoing basis informally with team members and managers.



### **Role-specific**

- develop, coordinate, and deliver projects and initiatives in collaboration with residential aged care homes, general practices, other health providers and relevant agencies (e.g. Department of Health and Aged Care, Australian Digital Health Agency) to improve access to primary healthcare for people living in residential aged care.
- ensure projects are delivered on time, within scope, and within budget.
- develop and lead team members by providing effective mentoring and professional development opportunities; and apply appropriate recruitment, induction and performance management principles which comply with our policies and procedures.
- lead commissioning processes including needs assessments, program design, procurement, contract management and evaluation of activities and services.
- collect and analyse data to measure key performance indicators to assess project outcomes and identify opportunities for improvement.
- strengthen capacity within residential aged care settings and among primary care services to overcome challenges and respond to system changes.
- build partnerships and establish and maintain collaborative working relationships with relevant internal and external stakeholders to support program effectiveness.
- stay abreast of relevant aged care and health policy changes and identify implications and proposed activities or responses.
- identify business development and innovative opportunities and write project and funding proposals to address identified needs.

### **Please note:**

- It is expected that in this role you are willing and able to meet vaccination and PPE requirements to enable you to enter Residential Aged Care services in order to perform the functions of your role.
- It is expected that in this role you will maintain up to date COVID vaccinations in accordance with current national/state guidelines.
- It is expected in this role that you will have annual Influenza vaccinations.
- You may be required to present evidence of vaccinations on request.

### **General**

- Regularly attend team and staff meetings
- Contribute to the pursuit of excellence through promoting and maintaining positive team spirit and organisational values, abiding by the organisation's Code of Conduct and Leadership Capability Framework, implementing all policies and procedures correctly and recommending quality improvements
- Communicate effectively and respectfully with all members of the organisation and external stakeholders
- Record all interactions in ChilliDB and other program and project databases on time, ensuring that information is relevant, accurate, up-to-date and accessible by other team members
- Comply with reporting requirements as directed by your manager
- Deal with sensitive information in a confidential and professional manner
- Complete other reasonable duties and projects as required to meet organisational objectives

# Reporting relationships

## Relationships

Reports to: Manager | Healthy Ageing

Direct reports: Project Lead Residential Aged Care; Project Officer Residential Aged Care

## Level of delegation

(Per Delegation Matrix – CEO to staff)

Level 3 – All other staff

# Key selection criteria

Within the context of the key outcome areas described above, the ideal applicant will demonstrate the following:

## Qualifications and experience

- tertiary qualifications in a health or social care related field (highly desirable)
- proven experience in project management, with a focus on strategic initiatives and complex projects
- systems thinking and analytical mindset, with the ability to identify opportunities and drive innovative solutions.
- skills, knowledge and experience in successfully leading and developing a high-performing team, including supporting them through change.
- experience and knowledge of primary health care, acute health, and the aged care sectors (desirable)
- experience in analysing and synthesising complex information and presenting verbally and in writing via briefing notes, reports, presentations.
- experience in building and maintaining collaborative relationships with a broad range of stakeholders.
- high level interpersonal and written communication skills
- advanced skills in Microsoft Word, Outlook, Excel and PowerPoint

## Capabilities

The Brisbane North PHN Leadership Capability Framework applies to all roles within the organisation. Applicants must address these capabilities.

- leads self – self-aware, proactive and adaptable; takes personal development opportunities and is resilient.
- engages others at all levels with respect, collaboration and cultural sensitivity.
- achieves outcomes in a high demand work environment with judgment and initiative.
- drives innovation - contributes to our culture of continuous quality improvement.
- shapes systems - works productively within internal and external systems and networks.
- bases decisions on available evidence.

## Other

A current driver's licence is desirable and use of a personal vehicle may be required, including travel between workplaces. Work-related mileage will be reimbursed at relevant rates.

You may be required to work flexible hours. The role may include evening/weekend commitments for which time off in lieu is provided.

(Please note: This position description is subject to adjustment within reason and in consultation with your manager to meet the deliverables of the organisation.)